

**COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION
PHONE (408) 354-6876 FAX (408) 354-7593**

POLICY FOR WORK DONE WITHOUT A PERMIT

The following procedures may be used to obtain permits and approval of work completed without a valid permit or inspections:

TO OBTAIN PERMIT:

1. Check with the Planning Division to understand zoning requirements related to your project.
2. Submit copy of special inspection report. Report to include:
 - a. Statement by a licensed architect, engineer or home inspection agency certifying that construction has been inspected and is in compliance with current State and Los Gatos building regulations.
 - b. Description of work inspected.
 - c. Description of corrections (if any) or code deficiencies.
3. Submit three copies of plans describing work, a plot plan, a floor plan, elevations, construction details as necessary.
4. Complete application(s). Separate permits will be required for electric, plumbing and mechanical work.
5. On approval of plans and payment of applicable fees, permit(s) will be issued.

INSPECTION APPROVAL

Once the building permit is issued, final inspection will be made by the Town building inspector to verify the special inspection report. Discovery may be necessary at inspection (opening walls, etc.).

FEES

Fees will be equal to Building Permit fees, seismic fee, construction taxes, school fees if applicable, and drainage fees if applicable.